

CIA INTERNAL USE ONLY

10 September 1957

MEMORANDUM FOR: Chief, Intelligence School

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SUBJECT : Weekly Activities Report #37
3 - 10 September

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1. Basic Supervision. Basic Supervision #33 began on 9 September. [] students are attending. [] persons were originally enrolled but there were [] cancellations on Friday, 6 September. This course is for the GS-5 to GS-7 level.

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[] delivered the lecture on Formal Organization to the BS#33 on Monday, 9 September.

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[] lectured to the Administrative Procedures students on Monday, 9 September. [] topic was "Basic Principles of Supervision."

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[] is continuing to prepare for the experimental presentation of the senior supervision course (Basic Supervision for Intelligence Officers). According to the schedule, this course will be given for fourteen days, 28 October to 15 November, instead of the usual ten days. This is in reply to the many requests for this extension on the part of people who have taken the course as well as a result of staff agreement that such an extension would be an improvement.

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2. Basic Management. After several conferences among the staff members, we have prepared a tentative schedule for Basic Management #37, which will begin on 23 September.

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[] previewed several films for possible use in Basic Management.

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[] are attending the majority of presentations in Basic Supervision #33.

3. Social Notes from All Over. The Management Training Faculty attended a special briefing by [] on the functions and capabilities of the A & E Staff.

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[] spent Friday, 6 September coping with the PETB.

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We are delighted to report that [redacted] has been appointed Wing Warden under the new emergency evacuation plan. The effective escape of the Management Training Faculty in the case of disaster is now assured. STAT

[redacted]
Chief, Management Training

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